

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission										3. Service										4. Employing Office Location										5. Duty Station										1. Agency Position No.																													
<input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other										<input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field																														6. OPM Certification No.																													
Explanation (Show any positions replaced)										7. Fair Labor Standards Act										8. Financial Statements Required										9. Subject to IA Action																																							
Standard MWR NAF PD										<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt										<input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest										<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																																							
										10. Position Status										11. Position Is										12. Sensitivity										13. Competitive Level Code																													
										<input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)										<input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither										<input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive										14. Agency Use																													
																																								NAF																													
15. Classified/Graded by										Official Title of Position										Pay Plan										Occupational Code										Grade										Initials										Date									
a. Office of Personnel Management																																																																					
b. Department, Agency or Establishment																																																																					
c. Second Level Review										Bowling Manager										NF										1101										03										5N										12-31-01									
d. First Level Review																																																																					
e. Recommended by Supervisor of Initiating Office																																																																					
16. Organizational Title of Position (if different from official title)																				17. Name of Employee (if vacant, specify)																																																	
18. Department, Agency, or Establishment																				c. Third Subdivision																																																	
a. First Subdivision																				d. Fourth Subdivision																																																	
b. Second Subdivision																				e. Fifth Subdivision																																																	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.																				Signature of Employee (optional)																																																	
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that																				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																	
a. Typed Name and Title of Immediate Supervisor																				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																	
Signature																				Signature																																																	
Date																				Date																																																	
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.																				22. Position Classification Standards Used in Classifying/Grading Position																																																	
Typed Name and Title of Official Taking Action																				OPM Intro to Position Classification Standards TS-134 Jul 95 TS-107 Aug 91 GS-1101 General Business and Industry																																																	
S. J. NEW																				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																	
Principal Classifier																																																																					
Signature																																																																					
Date																																																																					
12-31-01																																																																					
23. Position Review										Initials										Date										Initials										Date										Initials										Date									
a. Employee (optional)																																																																					
b. Supervisor																																																																					
c. Classifier																																																																					
24. Remarks																																																																					
25. Description of Major Duties and Responsibilities (See Attached)																																																																					

NONAPPROPRIATED FUND POSITION DESCRIPTION JOB TITLE: Bowling Center Manager

POSITION NUMBER 01-0069 **JOB SERIES:** 1101 **PAY LEVEL:** NF-3 **Summary of Duties:**

Responsible for the economic and efficient operation of Bowling Center which include up to 19 lanes, equipment maintenance and repair, and facilities. May include snack bar, and/or pro shop. Implements higher level directives, formulates procedures and programs to ensure high standards of recreational and promotional efforts. Promotes, schedules, and manages the conduct of tournaments, matches, and other special events, and programs necessary resources for the purchases of supplies, equipment and resale merchandise. May oversee the operation of the pro shop and direct the conduct of bowling lessons. Carries out necessary liaison with other staff officials that support Center activities, Bowling League participation, market products and events, purchase of bowling equipment and accessories, etc. Responsible for acting on internal and patron problems with minimal adverse impact on functional programs.

Plans, organizes work and manages internal resources to ensure maximum productivity and economies. Prepares financial plan, budgets, inventories, cost controls, and related records and reports. Reviews the financial status of the assigned activity and recommends changes considered necessary. Either directly or indirectly through subordinate supervisors, manages activity employees. Trains, schedules work, appraises performance, counsels assigned personnel, and recommends personnel actions. Effectively supports the Navy's Equal Employment Opportunity policy, and ensures compliance with fire safety, security, and other environmental issues. Manages new property resources and provides advice on renovations and improvements. Maintains and enforces security for funds, merchandise, supplies and equipment to preclude or minimize the potential for fraud waste and abuse. Must be alert to alcohol abuse and take

Appropriate action.

Performs other related duties as assigned.

Minimum Qualifications:

A minimum of three years experience that demonstrates progressively responsible administrative, professional, technical work involving knowledge and application of bowling, bowling equipment and facilities, and recreational activities. Knowledge of NAF policies and procedures preferred. Ability to supervise. Must demonstrate ability to deal effectively with subordinates, supervisory and management officials and patrons. Ability to communicate both orally and in writing.